

# Instructions for Completion of Discrepancy Statement of Service Form

Revised 3/30/2015 with New Mailing Address

**Each line must be filled out per instructions or the discrepancy will be rejected**

1. **Weeks of Service** - Start date is always the Sunday of the week claiming and end date is the following Saturday.
2. **Provider information**
  - a. EIN/SSN is your tax ID number-same number use on your W-9 form.
  - b. Name of your business used on the W-9 tax form.
  - c. Address of your daycare site where the child is in care.
  - d. City, State and Zip Code where the daycare site is located.
  - e. Director or the person to contact.
  - f. Daycare phone number.
  - g. County where the provider is located.
3. **Parent/Guardian information**
  - a. Parent/Guardian Name
  - b. Parent/Guardian address, city, state and zip code
  - c. Parent phone number
4. **Child's Name**
5. **Description of Discrepancy**
  - a. Card issues - any reasons the parent didn't swipe in -out
  - b. POS not installed for the family to swipe in-out
  - c. POS was not working in order for the family to swipe in-out
6. **Week 1**
  - a. Fill in each date for the day of the week.
  - b. Use a code (below week 2) if the child was not in care for that day.
  - c. Use the exact time a.m. or p.m. (hour and minutes) the care starts.
  - d. Use the exact time a.m. or p.m. (hour and minutes) the care ends.
  - e. Total hours must be **figured to the hour and minute** for each day.
  - f. Number of day's child was in care.
  - g. Amount owed for the child in care.
  - h. **Total hours must be figured to the hour and minute for the week.**
7. **Week 2 - same as week 1**
8. **Parent/Guardian Signature and Date**
  - a. Must be written in blue ink.
9. **Provider Signature and Date**
  - a. Must be written in blue ink.
10. **Maintain a copy of this statement for your records.**
11. **Codes for Weeks 1 & 2**
  - a. P=Personal Day.
  - b. H=Provider Holiday.
  - c. O=Other type of day.

**Mail To:**

**Note: NEW ADDRESS!**

Xerox Statewide Discrepancy Department  
251 North Illinois Street  
Suite 1150, North Tower  
Indianapolis, IN 46204